

ROCK COUNTY PUBLIC LIBRARY POLICIES

BOARD STATEMENT

The following policies were prepared by the Rock County Public Library Board to serve as a directive of the Board as to the operational policy of the library. These objectives and policies will be examined annually in September and may be revised at any time by action of the Board as outlined in the by-laws governing the trustees. The Board of Trustees will be referred to as Board hereafter in this document.

REVISED AND APPROVED BY THE ROCK COUNTY PUBLIC LIBRARY BOARD
NOVEMBER 24, 2010.

Karan Clay, President

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I. SELECTION AND COLLECTION DEVELOPMENT POLICY

A. Mission Statement

The Rock County Public Library believes it is essential to provide materials and services which will help county residents obtain information meeting their personal, educational and professional information needs. The library will serve as a center for learning, cultural enrichment, and recreation for all residents regardless of age, sex, or race. The library's collections will reflect broad subject coverage with materials acquired in a variety of formats, including the use of information technologies.

B. Vision Statement

The Rock County Public Library will be an information and technology resource center with an up-to-date collection and resources. This center will increase the visibility of the library through listening, communicating, and deliverance of services to enhance our community. With the troubled economy, the public library will become an increasingly important resource for information, training facility and entertaining materials. Goals to achieve this vision include continual year-to-year updating of materials and equipment.

C. Objectives

1. To provide recreational reading materials for leisure and personal enrichment.
2. To facilitate continuing education both formal and informal.
3. To support educational and cultural activities of organizations within the county.
4. To provide practical information that meets the basic informational needs of the county.
5. To collect materials of local historical interest as a means of preserving the heritage of Rock County and the region.
6. To provide story hours, summer reading programs and other special programs to meet the needs of County residents.
7. To provide free public access computer usage to insure that all residents have access.
8. To provide literacy resources to encourage evaluating and thinking critically.

D. Description of Service Area

Rock County is 1,003 square miles with a 2000 population of 1,756. There are four community grade schools in the county and one county high school. There are three licensed day care centers, one preschool and a county hospital with a long-term care unit attached. The city of Bassett is the county seat where the Rock County Public Library is located.

E. Description of Collection

There are approximately 18,000 books in the collection with an estimated 47,500 total checkable items including electronic resources. The collection contains a wide selection of adult and juvenile fiction and non-fiction volumes in book form, audio materials and electronic format. Magazines, newspapers, music cassettes, movies, and cake pans are also contained in the collection. Approximately 1,600 new or donated items are added to the collection each year.

F. Cooperative Programs

1. Interlibrary Loan
2. Cooperative loans with Rock County High School and Bassett Grade School.
3. CHIRS (Consumer Health Information Resource Services) University of Nebraska Medical Center, Omaha, NE.
4. NebraskaAccess free online access databases.
5. Overdrive and e-Books

G. Selection Responsibility

1. The director shall have the responsibility for the selection and purchase from the mass of available materials those books and materials which best meet the interests and needs of the county residents. Only books coming through regular library channels should be promoted or circulated.
2. Each acquisition shall be marked to identify purchase and original ownership by the Rock County Public Library.

H. Selection Criteria

When selecting materials for the library the following criteria will be noted for in the items.

1. Reputation of author and/or publisher
2. Factual accuracy
3. Technical quality, eg. design, binding, print, illustrations
4. Content
5. Current information/Up-to-date
6. Relationship to existing collection
7. Price of the material
8. Ease of use/readability
9. Index
10. Videos must have a PG or General rating

Selection priority shall be given to materials which have the following distinction:

1. Award-winning and honor books such as Newbery Medal, Caldecott Medal, Golden Sower Awards, starred reviewed books and books recommended by the Nebraska Library Commission.

2. Listed on the best-seller list and popularity of author.
3. User demand. If three or more requests by separate individuals are received by the staff for a title, the book may be purchased.
4. Reference materials:
 - a. Set of encyclopedias or electronic set every five years.
 - b. Webster's Unabridged Dictionary every 10 years
 - c. World Atlas every five years
 - d. New collegiate dictionary every five years

I. Paperbacks

1. Purchased for young adults and westerns.
2. May be purchased in adult fiction not available in hardback or extensive usage is not expected.
3. Non-fiction materials which are likely to become outdated or have no permanent value.

J. Duplicate Material

1. Duplicate material should never be purchased except possibly a copy in regular and large print when user demand might warrant.
2. A donated duplicate may be shelved only when there is adequate user demand to warrant a second copy.

K. Video License

1. A yearly video license will need to be purchased by the library or through a consortium if the library wishes to show videos in the library.

L. Gifts, Bequeath, and Memorials

1. The library accepts unrestricted gifts of books, pamphlets, periodicals, films, records, and videos with the understanding that they will be added to the collection only if and when needed. The same principles of selection which are applied to purchases are applied to gifts. The director does have the right to refuse any items. Some gifts may not be able to be utilized to full advantage because:
 - a. Book may be a duplicate of an item of which the library already has a sufficient number, in which case the library will sell the book for a small fee or give the book away.
 - b. Book may be interesting, but not of sufficient present reference or circulation value to the library which must scrutinize every book with shelf space in mind.

- c. Book may be in poor physical condition--would not justify expense of processing, cataloging, and preparing it for circulation.
2. Unrestricted gifts of money, lands, or property will be gratefully accepted by the board. Gifts of bequests with specific restrictions attached will be reviewed by the Library Board and the Rock County Commissioners before acceptance. Money not deemed for a specified purpose will automatically be deposited in the Rock County Public Library Foundation, Inc.
3. Textbooks, personal property, portraits, antiques, and other museum objects will not be accepted.
4. The library staff and Board do not appraise gifts. The director may sign a document stating what materials were received and the number of items received but no dollar amount for value can be stated.

M. Weeding

1. Materials which are no longer useful in the light of stated objectives of the library will be systematically weeded from the collection according to accepted professional practices using the CREW Method as a guideline.
2. Yearly weeding of 3-5% of the collection will be completed.
3. Materials no longer useful may be sold for a small fee, taken to a used book store, given away or destroyed.

N. Intellectual Freedom

1. The Rock County Public Library adopts the position statement of the American Library Association, the Library Bill of Rights and the Freedom to Read/View statements on book selection and controversial materials. Copies of these documents are reprinted in the appendix. The library does not endorse the ideas contained in materials in the collection.
2. It is the responsibility of the staff supported by the Board, as guardians of the people's freedom to read/view, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards and tastes upon the community at large. To meet these challenges the following procedure for dealing with a material selection complaint should be followed:
 - a. Request the patron making the complaint, file the complaint in writing by filling out the Request for Withdrawal of Material form located in the appendix.
 - b. Within five days of receipt of the formal complaint, the director will appoint a committee consisting of three community representatives and the director to evaluate the material. The director shall also request professional reviews on material in question from the Nebraska Library Commission for use by this committee.
 - c. Prior to the first committee meeting, individual members shall examine the materials in question for review.

- d.** The committee shall meet within ten days of its' appointment to reconsider the materials. At this meeting the decision shall be one of the following:
 - 1. The material is compatible with the philosophy and criteria of this policy and should not be restricted or removed.
 - 2. The material is not compatible with the philosophy and criteria of this policy and should be removed.
 - 3. The material should be limited to conditions specified by this committee.
- e.** The director will present the committee's decision to the board at the following board meeting.
- f.** The director will notify the patron in writing of the decision within a week after the meeting.
- g.** Material which has undergone a challenge may not be challenged again until one calendar year after the recommendation of the Reconsideration Committee.

O. Selection Tools

- 1. Ingram Catalog
- 2. BookList
- 3. School Library Journal
- 4. Award Winner Lists
- 5. Best Seller Lists
- 6. Forecast
- 7. Amazon
- 8. Books in Print (NebraskAccess)

P. User Needs

The library acknowledges that each person has information needs that are important to that individual. It also recognizes that it has limited financial resources to respond to these needs. The library has a responsibility to use public funds in ways that are advantageous to the largest number of its constituents. While the library's materials collection will not deny any need consistent with its mission, the library will nevertheless develop its collections with the recognition that it has the ability to meet certain needs more effectively and efficiently than other needs. It is aware of the availability of complementary information-giving institutions in the region and electronic resources. The cumulative result is the creation of a hierarchy of user needs to be addressed by the Rock County Public Library.

The library recognizes three general categories of user needs. These categories are designated as "Higher Priority," "Mid-Priority" and "Lower Priority." The library will try to develop its' collections to meet some of the needs in all three categories, but it will place relatively greater emphasis upon meeting the needs in the higher priority category.

- 1. Higher Priority
 - a. Adult leisure time
 - b. Students enrolled in elementary/secondary programs
 - c. Pre-school leisure time
 - d. Youth leisure time

2. Mid-Priority
 - a. Students enrolled in adult basic education
 - b. Persons seeking do-it-yourself information
 - c. Persons who want to confirm information
3. Lower Priority
 - a. Students enrolled in college/university programs
 - b. Persons seeking career information
 - c. Persons seeking understanding of interpersonal relationships
 - d. Persons pursuing self-realization (spiritual, moral, ethical, emotional and psychological concerns)

II. USE OF THE PUBLIC LIBRARY

A. Use Privileges

1. Within the library, the use of all references, computers and collections is free to all.
2. Home use privileges are free to all patrons who live in Brown, Keya Paha, Holt and Rock Counties. Patrons five years old and up may secure a library number by filling in the required information on the application cards. Each patron will be assigned a number to use when checking out library materials.
3. New patrons will be required to provide some proof of residency of Brown, Keya Paha, Holt and Rock Counties such as a driver's license, NebrasKard or utility bill etc.
4. Service will not be denied or abridged because of religious, racial, social, economic, or political status.
5. The library is a participant of the NebrasKard program. NebrasKard borrowers are entitled the same lending privileges excluding Interlibrary Loan services received by the Rock County clientele.
6. The use of the library or its' services may be denied temporarily for due causes. Such causes may be failure to return books or to pay penalties, or inappropriate conduct spelled out in section G.
7. In order to avoid disruption in the library, staff may limit entrance to the library to only one visit per day. Patrons who enter to do library business will be allowed additional entrances at the discretion of the librarian.
8. Public Usage Computers --The primary purpose of the public usage computers is for reference and serious study (Internet Usage Policy located in Appendix VII).
 - a. Patrons needing to use the public usage workstations for the above purpose shall have priority usage rights over recreational usage.
 - b. Students first grade and up may use the computers independently. Younger children may use the computers if accompanied by an adult or at the discretion of the staff.
 - c. The length of time for usage will depend on demand and will be at the discretion of the staff. Users must agree, as a condition of use, that if anyone else requests usage they will make the computer available after they have had a one-hour usage time.
 - d. Only library staff will handle the CD-ROM discs and game discs owned by the library to be used on the computers and gaming devices.

B. Opening Hours

1. The Rock County Public Library will be open as follows:
Monday, Tuesday, Thursday and Saturday--1:00-5:30 p.m.
Monday evening--7:00-9:00 p.m.
Wednesday--1:00-9:00 p.m.
Friday--10:00 a.m. - 5:30 p.m.
2. If the need arises, the director or Board may arrange for more frequent or longer opening hours.
3. If the director feels the library should be opened or closed for special occasions (exhibits, etc.) the decision will be made by the director and the Chairperson of the Board.

C. Holidays

1. The library will not be open on New Years Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Day or the evenings prior to these holidays. If any of these holidays fall on Sunday, the library will be closed on Monday. The library may be closed on other special occasions when other businesses are closed.

D. Check out and renewals

1. All borrowers must have a library number in order to check out books.
2. Each borrower may check out 5 items.
3. Books shall be issued for a two-week period and may be renewed for another two weeks by either calling the library or stopping in. School use items may be checked out for a six-week period by informing the librarian at check-out time. Bookmobile checkouts will have one automatic renewal. **No renewals** are allowed for new books on the waiting list.
4. An unlimited number of paperbacks that are not cataloged may be checked out for an indefinite period of time but are expected to be returned.
5. Reference books may not be loaned for home use unless checked out at closing time and returned on the first opening of the library.
6. All magazines except current issues are to be loaned for a two-week period.
7. The slide carousel may be borrowed for a fee of \$3.00 and the LCD projector for a fee of \$10 for a time period usage of three days maximum (the 3 day period shall consist of the day checked out, 2nd day for usage, 3rd day for returning). The fee must be paid at the time it is checked out by the person checking it out. If the machine is not returned on the 3rd day another \$3 or \$10 fee will be charged for each 3-day period.
8. The projector screen may be loaned with no fee charged.

9. Records and tapes shall be issued for a two week period.
10. Centennial books, local history and school yearbooks shall remain in the library at all times.
11. Videos may be checked out for one day usage at no charge. Time usage extensions may be made when requested for patrons living outside the city of Bassett or as needed.

E. Fees, Fines and Penalties

1. Five cents per day shall be charged for an overdue book or other library materials until the item is returned or to a maximum of \$2.00.
2. No overdue fines will be charged for visually handicapped or disabled patrons. The staff will determine those who are in need or patrons may make request when checking out materials.
3. Lost books and materials must be paid for by the borrower at the replacement cost.
4. Fines for damaged library materials shall be at the discretion of the staff. Exception: New audio books checked out for the first time may be returned for credit if purchased through Ingram.
5. Fines for overdue videos shall be \$.50 per day. Videos must be returned by 5:00 p.m. on due date or .50/day fine will be charged.
6. Patrons who have materials that are overdue by one week will be called or sent reminder overdue notices. An overdue notice will be mailed to patrons who have materials over one month due.
7. The staff will mail a standard letter to patrons who have fines totaling \$5.00 or more. Library usage will be denied patrons having fines totaling \$5.00 or more.
8. Receipts will be given to patrons paying any fee or fine of \$3.00 or more.
9. Library usage may be denied to patrons with library materials overdue until they are returned.
10. If loaned materials are not returned or replacement cost paid within one month after notification by letter the Director may process a small claim to recover library materials or replacement cost.
11. Copies are \$.15 per page for copies on one side or both sides of paper. Patrons may bring their own paper, however, the staff has the right to inspect and refuse improper paper. Fee for patrons using their own paper is \$.05 per page.

No fee will be charged for students needing copies for school usage up to ten pages/day.

12. Patrons are allowed to print at no charge up to 10 pages/day on laser black/white public access printers if using scratch paper. There is no charge to students using printer for school projects on new paper up to 10 pages. Charge over 10 pages is .05 for scratch and .15 for new.
13. Fees for use of colored printer for pictures are \$.50 billfold size, \$.75 3"x5" and 4"x6", \$1.00 5"x7", \$2.00 8"x10" on regular copy paper. Photo paper is \$1 extra for each size.
14. The handling fee for outgoing and incoming faxes is \$1 for the first page and \$.50 for each additional page.
15. The scanner and digital camera may not be used outside of the library except for use by staff on library business. There is no charge for use of the scanner and digital camera within the library.

F. Privacy and Confidentiality

The Rock County Public Library is committed to protect the privacy and confidentiality of patron records. The library avoids creating unnecessary records, avoids retaining records not needed for library business purposes and will not engage in practices that might place information on public view.

Information the library may gather and retain about library users includes the following:

1. Information required to register for a library card or use the library. (e.g. name, address and telephone number)
2. Records of material checked out, charges owed, payments made.
3. Requests for interlibrary loan or reference service.
4. Sign-up information for library classes or programs.

Staff will confer with the County Attorney before determining the proper response to any request for records. Library records will not be made available to any state, federal, or local government agency unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form.

G. Inappropriate Conduct Policies

No person shall engage in inappropriate conduct on the premises of the Rock County Public Library or when participating in public library programs.

Inappropriate conduct shall include any individual or group activity which is disruptive to other persons lawfully using library premises or otherwise inconsistent with activities such as reading, studying, proper use of library materials, and other similar conduct normally associated with a public library. Library users are required to observe the Rules governing the use of the Rock County Public Library. (See Library Rules).

Support of Staff Members Actions

Library staff who have acted on their best judgment in confronting a person will be supported by their supervisor, the person in charge, and the administration. Any staff member who observes or receives complaints of inappropriate behavior may:

- *Handle the problem directly with the patron. Staff should use their judgment as to whether the situation requires assistance from another staff member.*
- *Immediately telephone the police if the situation is of a severe/violent or emergency medical situation.*
- *Contact the director if the situation is of a nature that staff member chooses not to confront patron.*
- *At any time contact police if the patron is not responding to staff requests to conform to the Library Rules.*

In all cases the director should be notified as soon as possible when the staff member confronts a library user who violates the Library Rules. The director will be responsible for notifying the Board if necessary.

Incident Reports

Incident reports (Appendix VI) must be filed in all cases when it was necessary to call for outside help and in other situations in which the director and Board should be informed because of possible repercussions. Copies of all reports will be placed on file in the library office. A log of incident reports, patrons banned and problem patrons will be available for staff and police to review in case of repeat offenders. A calendar will be used to keep track of dates of offenses and the time period a patron is banned. In addition to written reports, staff members are encouraged to talk through upsetting incidents to share their knowledge of possible problems with other staff who might be involved.

1. Inappropriate Conduct – Minor Offenses

The following shall be deemed "inappropriate" and considered to be minor offenses: Sleeping; excessive and disruptive conversations; monopolizing unreasonable numbers of library materials at any given time; unauthorized canvassing, selling, soliciting, or engaging in any other commercial activity; minor offenses of Internet and computer policies; inappropriate use of food/beverages; littering and failure to clean up after themselves; excessive public displays of affection; excessive staring at patrons or staff;

preventing staff from normal, reasonable, clean-up, reshelving activities, especially ten minutes before closing; being in a state of intoxication; smoking; bringing any animal into the library, except working animals which assist the disabled; other activities (not listed as Major Offenses) which are inconsistent with activities such as reading, studying, use of library materials, and other similar conduct normally associated with the use of public library facilities.

2. Treatment of Minor Offenses

- One warning for first infraction of any offense.
- Second infraction within 30 days results in removal from the library premise for one day.
- Third infraction within 60 days or continuous repeat infractions may result in banning from the library premises for not less than two weeks or more than six months. Parents of children under 18 will be notified in writing when their child commits a third infraction and has been removed from the Library.

3. Inappropriate Behavior – Major Offenses

Any persons violating the following rules will be immediately removed from the building. The patron may be banned for a period up to six months at the discretion of the library director, depending on the nature and the seriousness of the offense which required removal, the extent of damage or disruption caused, any history of prior infractions of library policies and other relevant circumstances.

Stealing, defacing or damaging library property; abusive, indecent, profane or drunken conversation and/or behavior; committing any crime, misdemeanor, or violation of a municipal ordinance, not covered under MINOR OFFENSES, on the premises of the library.

4. Banning Procedure

After staff consultation regarding repeat or major behavioral problems and it is determined that the person should be banned:

- a. Staff in charge will make a recommendation to the director detailing the reasons for the proposed banning;
- b. Director will provide written decision;
- c. The written decision shall set forth the period during which the patron shall be banned from the library and shall specify the reasons for the determination. The patron may be banned for a period from one day to six months at the discretion of the library director, depending on the nature and the seriousness of the offense which required removal, the extent of damage or disruption caused, any history of prior infractions of library policies and other relevant circumstances.
- d. The patron and all staff will be notified in writing of the reasons for and length of the banning. A copy will also be sent to the police and to the Library Board President.
- e. The director may review or reconsider the decision upon written request of the patron and may shorten or terminate the banning period if information submitted by the

patron warrants such modification. The director will respond in writing and notify the individual of the appeals process.

5. Repeat Offenders

Any person who enters or remains on library premises after having been notified by an authorized individual not to do so, and any person who enters or remains on the library premises during the period in which he or she has been banned from the library, will be subject to arrest and prosecution for trespassing.

After the banning period has elapsed following a major offense, the patron may re-apply for readmission through administrative channels. However, he or she will need to be prepared to show evidence that the offending behavior will not re-occur. In the absence of valid documentation (from a social worker, doctor, or police) application may be denied.

In the event that a person committing a major offense is granted readmission and then exhibits any of the major offense behaviors described earlier, they will be denied access with no further possibility of reinstatement.

H. Library Rules

1. Unattended Minors

Preschool children must be closely accompanied at all times by an older responsible person (parent, guardian, or high school babysitter) except in the case of attendance at scheduled library preschool programs. The child's parent will be contacted if the child is left unattended. The library reserves the right to turn over to the proper authorities preschool children left unattended.

2. Inappropriate Use Of Children's Section

If an adult in the children's section is not involved in appropriate use of children's library materials and is observed by staff to be spending an unnecessary and unusual amount of time in the children's section, such person shall be asked to use other areas of the library. If the person does not comply or repeats, consequences will follow those under "TREATMENT OF MAJOR OFFENSES/INAPPROPRIATE BEHAVIOR."

3. Inappropriate Use Of Public Access Computers

Patrons who use the public access computers for any illegal activity will result in loss of computer usage privileges and will be reported to the police for prosecution.

4. Inappropriate Personal Hygiene

Patrons whose bodily hygiene is so offensive as to constitute a nuisance to other persons shall be required to leave the building. When the problem is corrected, patrons may re-enter the library.

5. Theft and Vandalism/Illegal Activities

The police will be called when a patron attempts to steal or maliciously destroy library and/or personal property (belonging to staff and/or patrons). The library will prosecute anyone who steals or maliciously destroys library property. When other illegal activities (e.g, indecent exposure) are committed by a patron, the library will prosecute.

6. Emergency Situations

An emergency situation can be defined as any situation in which a person's actions present an imminent danger to the life or safety of him/herself, others or to library property. Such incidents may include assault and other crimes of violence, or the threat or attempt to commit such crimes. Call the police immediately if such behavior should occur.

III. SAFETY/DISASTER POLICY

A. Emergency Medical Situations

If the person is conscious, offer help and try to get identification if patron is not known. Remain calm, supportive, sympathetic, and see that the person is comfortable. Keep other people away. Call 911 and direct rescue squad to the individual needing attention. A person who wishes to leave the library, obviously not well, cannot be stopped by a staff member.

B. Power Outage

1) Remain calm 2) Provide assistance to visitors 3) If needed, secure flashlight from office 4) If it is dark outside and the power is off for more than 15 minutes, the staff may politely ask visitors to leave the library and close the facility.

C. Inclement Weather

In case of inclement weather, such as tornadoes, staff will alert the public and direct them to the Rock County Courthouse basement meeting room next to the Sheriff's Office for shelter. In case of unattended children, staff assumes "loco parentis," and directs them to shelter. If staff feels there is not time to get to the Courthouse, the library bathroom is the safest place to take shelter. An adult person who wishes to stay in the library cannot be forced to take shelter elsewhere.

D. Explosion

Leaking gas or motor vehicles could be the cause of life-endangering explosions.

1) Crawl under a table or desk – be prepared for possible further explosions 2) Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment 3) Evacuate the building if possible – open doors carefully watching for falling objects 4) Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.) 5) Do not use matches or lighters. 6) Avoid using telephones in building – go to courthouse for help if possible.

E. Fire

Staff will follow fire safety procedures 1) Calmly request all patrons leave the library through either exit door. Check to see if someone might be in the restroom or bookmobile area 2) Call 911 and report the fire. 3) Disconnect electrical equipment that is on fire if it is safe to do so. Pull the plug or throw the circuit breaker. 4) If the fire is small, staff may attempt to put it out with a fire extinguisher if they have been properly trained. 5) Never allow the fire to come between you and the exit. 6) Staff must not jeopardize their own personal safety. 7) Once out of the building move away from the structure.

F. Threats

If a staff member receives a threatening telephone call, the following steps should be followed: **1)** Remain calm and listen carefully. Be polite and show interest. Try to keep the caller talking, so that you can gather more information. **2)** If possible, write a note to a colleague to call the police on the fax phone (684-3930). **3)** After the threat has been made, write down as many details as you can remember to provide to police interviewers. **4)** Evacuate the premises if deemed necessary **5)** Report the threat to the police if this has not already been done.

In case of a receipt of a letter or suspicious parcel or discovers a suspicious object somewhere on the premises these steps should be followed: **1)** Do not allow anyone to handle object or go near it. **2)** Evacuate patrons from the building **3)** Call 911 **4)** Promptly write down everything you can remember about receiving the letter or parcel, or finding the object needed for police interview.

G. Salvage Priorities

In the event of a large-scale emergency, local history materials will receive the first priority for attempts of salvaging.

Assess the Damage

- 1) Determine environmental conditions indoors and/or outdoors? Staff should not enter the facility until given clearance by professionals.
- 2) Estimate how much material was affected? Take notes, pictures or video of damage. Determine where the material started out, what is its condition, and where did the material end up.
- 3) Determine what kinds of paper are involved. Coated or uncoated?
- 4) Determine what types of media are affected. Photos, magnetic or paper?
- 5) Determine what kind of damage is involved.
- 6) Determine the value of the material. Historical or artifactual?
- 7) If freezer space is available, temporary freezing wet materials within the first 48 hours will be the first choice of salvaging materials as this prevents mold growth and buys time to make informed decisions regarding recovery.

IV. LIBRARY SERVICES

- A. The library staff will provide guidance and assistance for people to obtain the information they seek as recorded in print, information technology and audio-visual resources.
- B. The library accepts a responsibility for securing information beyond its own resources by borrowing inter-library loan materials for patrons which are not owned by the library and which cannot be purchased or materials for which the demand does not justify purchase. The library will at all times cooperate with other libraries to strengthen the services and resources of the library.
- C. The library will lend to other libraries materials which are requested for patrons and which are not available in the borrowing library. Patrons of the Rock County Public Library have a priority in the use of materials.
- D. The library staff will initiate programs, story hours, exhibits, book lists, training sessions, etc., to stimulate the use of library materials for the enlightenment of people of all ages.
- E. The library staff will cooperate with civic and community agencies and organizations to help with their program materials.
- F. The library staff will supplement, but cannot perform the functions of school and other institutional libraries which are designed to meet curriculum needs.
- G. Periodic review will be made of library services to determine whether the needs of the community indicate that present services should be discontinued or other services should be added.

V. INTER-LIBRARY LOAN POLICY

- A. All inter-library loan requests will be processed by e-mail or called into the interlibrary loan resource center on the day request is made or no later than the following work day.
- B. Inter-library loan materials cannot be ordered for out-of-county residents. Interlibrary loan services will not be provided for out-of-county NebrasKard holders.
- C. It is the patron's responsibility to supply the correct title and author of books ordered on inter-library loan.
- D. All incoming and outgoing inter-library loan materials will be recorded in the loan record book.
- E. Patrons will be notified of materials received on the day of receipt. If they cannot be reached by phone, a post card will be mailed notifying them.
- F. The staff will make a follow-up call to the inter-library loan center for any requests which have not been filled after two weeks and will then notify the patron of the status of their request.
- G. There is no charge for the first eight inter-library loan requests per family for each calendar year. After the eight requests, family members will be required to pay \$3 for each loan or the return postage cost whichever is greater. This fee must be paid when picking up the material. If a patron fails to pick up the requested materials, they must still pay \$3 and will be notified of this.
- H. Patrons must return the material on the due date listed in the book. If they wish to keep the material for a longer period, they must make a phone call to the library at least three days before item is due. If the loaning library refuses extension, patron must return the borrowed material to the Rock County Public Library promptly.
- I. Any items on inter-library loan lost or damaged by a patron must be paid for to the satisfaction of the lending library by the patron who requested the item.

VI. PHYSICAL FACILITIES

A. General Statement

To achieve the goal of good library service, the board of trustees accepts the responsibility to see that the public library building is provided and maintained which will adequately meet the physical requirements of modern, aggressive library service. Such facilities will offer to the community a compelling invitation to enter, read, listen and learn. The building and bookmobile will fit an expanding program of library services.

B. Bookmobile

1. Care and Maintenance
 - a. Gas purchases shall be made through the Rock County Courthouse.
 - b. For greatest efficiency, one brand of oil shall be used for the life of the engine.
 - c. Bookmobile shall be properly serviced every 3 months or every 3,000 miles whichever comes first.
2. Operation Speeds
 - a. Bookmobiles will be operated at speeds which allow complete control of vehicle depending upon road and weather conditions.
 - b. Maximum speed will be the posted speed limit.
3. Staffing
 - a. The bookmobile staff shall always consist of two people. Any deviation from this policy must be approved by the director or the Board.
4. Number of Patrons on Bookmobile
 - a. The recommended number of patrons allowed on the bookmobile at one time is 5 plus the driver and librarian.
5. Inclement Weather
 - a. The director will be responsible for making the final decision with input from bookmobile driver whether to go out on scheduled bookmobile runs in cases of inclement or poor road conditions.

C. Insurance

1. The building/contents and bookmobile will be insured through NACO.

D. Building Maintenance

1. Exterior maintenance
 - a. The Board will annually review in March the exterior of the building and make arrangements for any immediate necessary repairs allowed in the budget.
 - b. Long range planning for any other exterior repairs will also be reviewed and discussed in March.

2. Interior maintenance

- a. The Board will annually review in November the interior of the building and make arrangements for any immediate necessary repairs allowed in the budget.
- b. Long range planning for any other interior repairs will also be reviewed and discussed in November.

E. Sealed Bids & Quotes

The director will confer with the county attorney regarding legal requirements for bids whenever a maintenance project is being considered.

At present bids for projects \$5,000 and under do not need to go through any type of procurement process. Projects \$5,000-\$20,000 must have three informal quotes secured. Sealed advertised bids must be requested for projects with proposed expenditures of \$20,000 and over.

VII. PERSONNEL

A. Employment

1. Selection of staff members is based solely upon merit, with due consideration of personal, educational, training, physical qualifications and aptitudes for the position regardless of race, color, creed or sex. Library positions require physical abilities of stooping, standing, reaching shelving at least 72" high and ability to lift and carry up to 50 pounds. Essential sensory skills required include visual, hearing and communication abilities to fluently speak, read, write and understand English. Certification is required for the director.
2. Job applications shall be made to the director or President of the Board. All applications will be reviewed by the Board.
3. All appointments are made for a probationary period of six months, during which time the employee's performance is subject to close examination as to his/her competency to carry out the responsibilities and assignments of the position. An employee may be released at any time during his/her probationary period, after being given two week's notice, if his/ her services are unsatisfactory or if he/she proved to be unqualified for the position to which he/she was appointed. This six month probationary period is a pre-requisite for permanent appointment.
4. All categories of employment shall be ascertained by the job description schedule.
5. All employees will be directly responsible to the director for their work requirements and conduct while on duty for the library. The director is directly responsible to the Board of Trustees.

B. Salaries

1. All salaries paid to employees of the Rock County Library shall be set by approval of a quorum of the Board of Trustees.
2. All salaries will be commensurate with the duties of each employee as outlined in the job description schedule.
3. All employees must be paid the current minimum wage set according to the Fair Labor Standards Act of the Federal Government.
4. All salaries are subject to review each year by the Board in April.
5. All personnel will be paid monthly with deductions made according to county schedules.
6. Salary increases are at no time automatic, but are dependent upon the availability of funds. Salaries may be adjusted at the discretion of the Board in consideration of qualifications, tenure and quality of service rendered by the person being considered.

C. Employee Evaluation

1. Employees will be evaluated annually in April using the standard employee performance report in Appendix II-H.
2. New employees will be evaluated after the six-month probationary period.

D. Dismissal

1. The director has the right and the authority to recommend to the Board dismissal from the staff of any employee whose professional attitude, professional ethics and conduct, or performance of duties warrant such action. No staff member under permanent appointment shall have his/her services terminated without cause, except in the case of unavoidable financial retrenchment.
2. All employees may be dismissed for the following reasons but dismissal may not be limited to these specific reasons: inefficiency, incompetence, fraud, negligence, failure to work harmoniously with the public or other employees, conviction of a felony or misdemeanor, repeated tardiness or absence without leave.

E. Grievance Procedure

1. In every case the employee shall have the right to present his/her case both to the director and to the Board. Both sides should be reported in writing to the Board President. The president will refer this matter to a quorum of the Board at a regular or special meeting.

F. Resignations

1. The library requires a written resignation of at least 30 days prior to the effective resignation date. Any other manner of resignation will not be regarded as a "resignation in good standing."

G. Staff benefits: The following benefits are specifically granted only to staff with the titles of Director and Assistant Director.

1. Insurance

- a. While performing duties for the library all employees are covered by the Workman's Compensation Policy of the County of Rock.
- b. A single health insurance policy is provided for the Director and Assistant Director. Coverage begins 90 days after employment start date.

2. Emergency Leave

- a. Emergency leave is given employees in case of death or tragedy of an employee's or his/her spouse's immediate family. "Immediate family" in this case means spouse, children, parents, grandparents, grandchildren, brother, sister or persons bearing the same relationship to the spouse. Five days is granted for each contingency and is not accumulative.
- b. Employees are also granted time off for jury duty or required court appearances, without salary deduction.
- c. Employee must notify a member of the Board and co-worker by phone before such leave is taken. The director will report all leaves taken at each monthly board meeting.

3. Leave of Absence

- a. If not detrimental to the service of the library a staff member may be granted, at the discretion of the Board, leave of absence without pay.
- b. Since employees are paid by the month, the employee granted leave of absence is responsible to hire an approved substitute worker and pay the minimum wage or substitute's hourly wage normally paid by the library for the total number of hours the absent employee is scheduled to work.
- c. In compliance with the Family and Medical Leave Act, an employee may be granted up to 12 weeks of unpaid leave each year to care for ill children, parents, spouse or themselves with the approval of the Board.
- d. Volunteer help may not be used at any time to cover leave of absence time since employees are paid a monthly salary.
- e. Employee must notify co-worker and one board member by phone before leave is taken. The director will report all leave of absence time taken at each monthly board meeting.

4. Vacation

- a. After an employee has been employed at the library for the six month probationary period, they shall be entitled to number of hours worked equal to average of two days vacation with pay. After an employee has been employed at the library for one year, they shall be entitled to the number of hours worked in an average of two weeks of vacation. After ten years of employment, employee is entitled to number of hours worked in an average of three weeks of vacation. Vacation may be taken at one time or as the employee wishes.
- b. Vacation time is not accumulative and must be used up during the year of eligibility.
- c. Requests for vacations must be submitted in advance to the director and must be approved by director and the board.

d. The director must keep accurate records of all vacation time taken and report and record such records at each board meeting.

5. Sick Leave

a. Sick leave shall be twelve days per year (1 day/month), and may accumulate up to number of working hours equal to 90 days of sick leave.

b. The illness for which leave is granted may be the employee or the employee's immediate family. "Immediate family" in this case means parents, spouse, and children.

c. An employee on sick leave shall produce a doctor's statement as to the nature and extent of the disabling sickness if requested to do so by the board.

d. The director must keep accurate records of all sick leave taken and report and record such leave at each Board meeting.

e. Sick leave is not a separation benefit and unused sick leave will not be paid at employee termination.

6. Maternity and Paternity Leave

a. Employees may use earned vacation time for maternity/paternity leave. If additional leave is needed, employee may be granted up to 12 weeks of unpaid leave of absence time with the approval of the Board.

7. Retirement

a. Permanent employees of the library are eligible for retirement benefits provided by the County of Rock after six months from start date.

8. Extra-Duty Pay

a. Any monthly paid employee who is required to put in extra unscheduled hours while filling in for another employee on vacation or sick leave, continuing education or job duties necessitate extra hours will either be paid their hourly wage for extra hours or may take off equivalent time from scheduled hours. The time off must be taken within two months of the date extra hours were worked and is not accumulative.

b. Employees are allowed no more than four extra hours per month for their normal job duty performance.

c. No extra-duty time for other reasons than those stated above will be considered unless they are pre-approved by the board.

d. The director and staff must keep accurate records of all extra-duty time and report and record such time at each Board meeting.

9. Reserve Military Leave

a. Employees may be granted leave-of absence time with board approval.

10. Job Descriptions

a. Detailed descriptions for each position are listed in the appendix.

b. Job descriptions and requirements may be reviewed and changed by a majority vote of the board at any regularly scheduled meeting of the Library Board of Trustees.

H. Conduct While on Duty

1. Unexcused repeated tardiness will not be tolerated.
2. Discussing a problem the library is having with another client is considered unethical unless discussion is private with another staff person or board member.
3. Staff should remember the patron's right to privacy and should not discuss with anyone other than staff members what a patron is reading or researching.
4. Foul language will not be tolerated.
5. Be courteous and friendly to patrons--remember staff is here to serve. Patron's needs should be taken care of before other library duties.
6. Personal phone calls should be limited to only necessary or emergency need.
7. Visitations by friends/family should be limited to short visits.
8. Visiting with clients other than library business should be limited to short visits. It is staff responsibility to tactfully indicate to the patron that they have work to do.
9. Eating or drinking should be limited to the office room except for special events.
10. All long distance calls made by staff should be recorded on director's office calendar.
11. Employees will adhere to the policies approved by the Board.

I. Drug-Free Workplace

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Rock County Public Library. Employees found to have engaged in any of the above activities will be subject to disciplinary action resulting in termination.
2. Employee must notify President of Board of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.

3. Employees are required to sign Drug-free Workplace form verifying that they have read this policy and agree to abide by it as a condition of continuing employment.

VIII. PROFESSIONAL EXPENSES

A. Conventions, Meetings, Continuing Education and Travel

1. The library encourages the attendance of all staff members and trustees at professional meetings, conventions, conferences, and continuing education classes. When possible, time will be allowed with pay for staff members to attend.
2. Library funds will pay mileage for one car, registration fees and expenses for staff members and trustees to attend state and system library meetings. Grant funds must be sought for funding to attend out of state professional functions.
3. The current rate/mile set by the County will be paid for mileage.
4. Attendance at any of the above mentioned meetings etc. must be approved by the Board.

B. Dues

1. The library shall pay membership dues to the Nebraska Library Association for permanent staff and the President of the Board.

IX. PUBLICITY AND PUBLIC RELATIONS

A. Publicity

1. All publicity concerning the library shall be under the direction of the director, who shall inform the public of the services the library performs, and its activities as a public relations agent between the library and the community.

B. Public Relations

1. The Board recognizes that the public relations involve every person who has any connection with the library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact.

X. BOARD OF TRUSTEES BYLAWS

A. Members

1. The board will consist of five members serving a four-year term, beginning with the June meeting.
2. Any member selected to the board must be approved by a majority vote of the board with final approval by the County Commissioners. Board members may serve a maximum of two consecutive terms. Appointments to fill unexpired terms are not considered terms. Reappointment of a former board member may occur after said member has been off the board for a period of one year.
3. Newly appointed board members shall be installed after the old business of the June meeting. The retiring board member's duties shall cease after the old business of the June meeting.
4. Any board member missing more than 3 consecutive meetings without a pre-approved absence by Board or because of illness will be terminated.
5. A new board member is chosen to fill unexpired terms at the next regular meeting of the Board after the vacancy occurs.
6. Trustees will use the list of responsibilities of the trustee in the 2006 Nebraska Trustee Handbook as a guideline.

B. Meetings

1. Regular meetings of the library Board shall be held on the last Wednesday of each month at 1:15 P.M. at the Library.
2. Special meetings of the Board may be called by the President or by any two trustees, for the transaction of such business as is stated in the call, and 24 hours notice of any special meeting shall be given to each trustee and the director, unless such notice is waived. Notice of any special meeting and purpose of meeting must be advertised in the county newspaper. If there is not sufficient time to advertise in the paper, notices must be placed in three separate, local public meeting places as soon as possible prior to the meeting.
3. No more than two Board members can meet for any purpose unless such meeting is advertised according to open meeting regulations.
4. At all meetings of the board, three trustees shall constitute a quorum, and a majority vote of all trustees present shall be required for the adoption of any motion or resolution.
5. Trustees must notify the President or director as soon as possible when they are unable to attend a meeting to insure a quorum will be met.

6. The presiding officer shall be entitled to vote on all motions.
7. Public visitors must be informed of the location of the copy of the NE Open Meetings Act posted in the library office meeting room.
8. A listing of monthly agenda items which need to be considered at board meetings is located in the appendix.
9. Agenda business to be conducted at meetings will be posted in the library office for public inspection 24 hours before meeting time.

C. Officers

1. The officers of the board shall consist of a President, Vice-President, and Secretary, who shall be elected from membership every two years at the regular meeting in June.
2. The term of each officer shall be for two years after the regular meeting in June and until his/her successor has been duly elected.
3. A vacancy in any office shall be filled at the next regular meeting of the Board after the vacancy occurs.

D. Duties of Officers

1. President
 - a. Preside at meetings
 - b. Appoint the standing committees
 - c. Sign all necessary documents
 - d. Call special meetings of the board, either on his/her own motion when the occasion requires or on request of any two trustees.
 - e. Perform other duties which generally pertain to the office, or may be directed by a vote of the board.
2. Vice President
 - a. Perform all duties of the President in the latter's absence or disability.
3. Secretary/Treasurer
 - a. Keep an accurate record of the proceedings of all meetings of the Board.
 - b. Record the attendance at such meetings.
 - c. Have the custody of all official books, records, accounts, and documents of the board.
 - d. Sign all claims and present to the Rock County Clerk for payment of the expenditures approved by the Board.
 - e. Perform any other duties which pertain to the office, or may be directed by a vote of the Board.

E. Order of Business

1. Call meeting to order
2. Inform public visitors of location of NE Open Meeting Act brochure.
3. Roll call
4. Reading of minutes
5. Director's report
6. Correspondence and communication
7. Bills and approval
8. Old (unfinished) business
9. New business
10. Agenda items requested for next meeting
11. Adjournment

XI. FINANCIAL

A. Payment of Bills and Processing of Claims

1. The director will check all unpaid invoices to insure items and/or services have been received.
2. The director will type all claims for payment of invoices.
3. All claims with invoices attached will be submitted to the Board at each regular monthly meeting for approval.
4. Board Treasurer will sign all approved claims. In the absence of Treasurer the Board President will sign claims.
5. Signed claims are then presented to the Rock County Clerk for final approval by the Rock County Commissioners.
6. Board members do not have to be bonded. The bonded County Clerk and one Commissioner sign all checks to be dispersed.

B. Budget

1. The Board will appoint in April a two-member committee to work with the director on the library and capital fund budget drafts.
2. The Board will evaluate employees in April and set all employee salaries.
3. The director will then develop a draft of budgets for the two-member committee to review before the board meets no later than the June meeting.
4. The two-member committee will then make recommendations to the Board for approval or changes.
5. Approval of budgets for submission to Rock County Commissioners must be made no later than the June meeting.
6. The director will then submit the final Board approved budgets to the Rock County Clerk.
7. The Board will attend the Commissioner's meeting with the director if there are any expected budget controversies.
8. The Rock County Clerk maintains a record of all expenditures for library accounts and the Rock County Treasurer maintains records of all income.
9. All library accounts are subject to annual review by state auditors. The director will submit a Cash Count and Statement of Office Accountability to the Rock County Clerk on June 30th of each year and cooperate with auditors by providing them with any documents or financial information requested.

C. Annual Statistical Report

1. The Annual Statistical Report will be completed by the Director and submitted to the NE Library Commission by the designated submission date after approval of the Board.
2. The director will submit a copy of the report to the Rock County Commissioners and post a copy at the library.

D. Rock County Public Library Foundation, Inc.

1. The Treasurer of the Foundation will submit a report (spreadsheet) at the Foundation annual meeting scheduled in May yearly. This report will show all expenditures and income of the Foundation for the year. This report will be reviewed for approval at

the annual meeting by the Foundation Board and could be subject to audit if the Foundation Board considers necessary.

2. Foundation Treasurer does not legally have to be bonded according to the County Attorney (9/2010)

APPENDIX I

MONTHLY AGENDA ITEMS

January

1. Summer Reading plans
2. Budget planning for next fiscal year - Discuss possible expenditures of any remaining funds that may be left at end of fiscal year.
3. Review Annual Statistical report.

February

1. Bookmobile plans and budgeting.
2. Review and adopt any necessary changes to long-range planning policy (CLIP).

March

1. Review exterior maintenance needs.

April

1. Select and appoint new board members if necessary.
2. Appoint two-member committee to work on budget draft with Director for next fiscal year.
3. Evaluate employees and salaries.

May

1. Apply for Marsh Grant if desired and instruct director to submit application no later than June 15th.
2. Evaluate budget draft submitted by committee and adopt budget for next fiscal year.

June

1. Elect officers every two years.

July

1. Review service programs—story hours, summer reading, and adult book discussions etc.
2. Review and send in Board recertification record. (Due 8/31/2011).
3. Review annual inventory for submission to County Clerk.

August

1. Review of accreditation (2012)

September

1. Review library policy and propose needed changes.
2. Review Technology Plan for revisions.

October

1. Review interior maintenance needs.
2. Adopt revised Technology Plan according to Technology Committee suggestions for approval by NE Library Commission.

November

1. Adopt policy changes proposed in September and approve updated policy.

December

APPENDIX II-A

JOB DESCRIPTION--DIRECTOR

1. Act as technical advisor to the Board and recommend employment of all personnel and supervise their work.
2. Carry out the policies of the library as adopted by the Board and recommend needed policies for board action.
3. Maintain an active program of public relations and act as publicity chairman.
4. Assist Board with preparation of an annual budget for the library and capital funds in May and give a current report of actual expenditures against the budget at each meeting.
5. Finalize Board approved library and capital budgets and submit to Rock County Commissioners.
6. Select and order all books and other library materials according to Board policy.
7. Thoroughly inspect all materials ordered and check against invoices to insure the order is complete.
- 8.. Identify appropriate classification of all new materials and mark them accordingly.
9. Attend all Board meetings and submit a monthly report of all pertinent business to the Board.
10. Submit all bills at monthly meetings of Board and type claim forms for each bill to be paid.
11. Keep accurate records of all leaves each employee has taken and record and report these to the Board at each meeting.
12. Develop promotional projects such as summer reading, adult book discussion group, R.C. fair booth, National Library Week, Facebook, website, newspaper articles and Children's Book Week as staff, budget and time permits and present these plans to the Board.
13. Pick up and open all mail. Mail all outgoing mail.
14. Insure that all necessary records are kept through the fiscal needed for the Annual Statistical Report. Complete and submit this annual report yearly by the deadline designated by the NE Library Commission and submit to Nebraska Library Commission. Also send copy of annual statistical report to County Commissioners and/or review personally with Commissioners and post copy for public in library.
16. Director will fill out library accreditation form and submit to the NE Library Commission before due date. Director will keep Board informed of accreditation guidelines.

15. Set up Technology Planning Committee Meeting in October and revise Technology Plan according to committee direction. Submit revised to NE Library Commission for approval after Board officially approves plan at October meeting. Submit all necessary E-rate forms by required timelines designated by the Universal Service Administrative Company and maintain all required records according to the guidelines of USAC.
16. Subscribe to professional library materials (books/periodicals) as budget allows. Attend professional meetings and workshops approved by the Board.
17. Shelve library materials.
18. Prepare bookmobile schedules.
19. Order all office supplies and replacements when they are needed.
20. Process inter-library loan requests and record all incoming and outgoing materials. Call patrons to notify them when their materials are in or overdue on inter-library loan.
21. Inventory and weed collection on a systematic, continuous basis.
22. Open and close library.
23. Record daily and total for year circulation at the end of the day. Make backup tape of Spectrum server daily with a full backup on Fridays.
24. Assist patrons whenever needed.
25. Give permission for group meetings to be held in the library at the discretion of the director and keeping in mind that the library belongs to the people of Rock County.
26. The director shall not incur an indebtedness or liabilities of any kind without express authority from the Board.
27. Answer telephone and call patrons who have books in on the reserve list.
28. Actively seek funding and apply for grants such as E-Rate, LSTA Federal, Marsh & Bassett Foundation, Nebraska Library Commission and Meridian System grants that the library may be eligible to receive. Director will submit all necessary forms for any library grants received.
29. Print off end of fiscal year reports June 30th--circulation, # of materials added for year, # of holdings for each material type etc. Delete withdrawn holdings from computer for fiscal year, delete patrons who are deceased or have moved from area.
30. Complete annual inventory of library personal property and submit to the Rock County Clerk no later than September 1 yearly.
31. Record all board continuing education certification records and submit to the NE Library Commission.

32. The director will submit a Cash Count and Statement of Office Accountability to the RC Clerk on June 30th and cooperate with auditors by providing all financial records requested.

APPENDIX II-B

JOB DESCRIPTION--ASSISTANT DIRECTOR

1. Check out and check in library materials.
2. Shelve library materials.
3. Assist patrons.
4. Record daily circulation and total for year at the end of the day. Make a daily tape backup of Spectrum server and a full backup on Friday of each week.
5. Repair and mend books.
6. Open and close Library.
7. Read shelves and see that books are in correct order.
8. Take and process inter-library loan requests and assist with recording and mailing loans.
9. Discard 6th-year magazines annually in May and reorganize magazine shelves.
10. Print off from lap top computer materials checked out by patron type report and usage by material type after each bookmobile run.
11. Catalog/process all new materials after the director has classified and inspected them.
 - a. Assign all new materials a barcode number.
 - b. Type information for each item in Edit Entry and Holdings.
 - c. Print off spine labels and barcode labels.
 - d. Put spine and barcode labels on and plastic covers on new books when needed.
 - e. Stamp all new books with Library identification and barcode number.
 - f. Print off paper shelf list for Board meeting report.
12. Order materials and organize all preschool story hours, make presentation, and clean-up after story hour. Assist with all programs presented by the library.
13. Weekly call or send letters to all patrons who have overdue materials checked out from the library or the bookmobile.
14. Send standard letter requesting payment for long-overdue materials.
15. Answer telephone and call patrons who have materials in on the reserve list.
16. Add and place materials not needed away when necessary after each bookmobile run to assure adequate and attractive usage.

17. Assist director with weeding of materials, moving, coding, or inventory of materials, clerical work or other projects as time permits.
18. Perform all necessary weekly maintenance on all computers except server.
19. Record and inform director when office and cataloging supplies are needed.

APPENDIX II-C

JOB DESCRIPTION--BOOKMOBILE DRIVER

1. Drive bookmobile on runs according to schedule set up by director.
2. Driver is responsible for the care and maintenance as outlined in the Care and Maintenance section under Bookmobile.
3. Driver will report all malfunctions or repair needs of the bookmobile to the director upon completion of a run.
4. No repairs or replacements should be scheduled without approval of the director and Board. The regular every three month servicing of the bookmobile does not have to be approved.
5. Driver will make arrangements for all maintenance and repair needs. Four hours of off-duty time is included in regular salary for this. If additional time is needed, extra duty time will be paid at the current hourly rate.
6. Driver will periodically check oil and transmission fluid and add when needed. Note: There is also oil in the auxiliary engine which needs checking periodically.
7. Put materials away on shelves in proper place.
8. Assist patrons when help is requested.
9. Clean interior of the bookmobile after each run.
10. If a run has to be rescheduled, the driver is responsible for contacting the bookmobile librarian, schools, and radio station and setting a makeup date which the librarian and schools are in agreement on.
11. Periodically clean windshield and tail lights for safe driving visibility.
12. Thoroughly clean outside and inside of bookmobile before the school runs start in the fall. Four hours is included in regular salary for this duty.
13. Driver is responsible to completely unload and reload one half of the bookmobile before the school runs start in the fall.

APPENDIX II-D

JOB DESCRIPTION--BOOKMOBILE LIBRARIAN

1. Complete all runs on his/her schedule.
3. Assist patrons when needed.
4. Take and fill requests for materials not on the bookmobile.
5. Check out all bookmobile materials.
6. Assist driver with shelving materials when needed.
7. Add and place materials not needed away when necessary after each run to assure adequate and attractive shelving usage.
8. Bookmobile librarian is responsible to completely unload and reload one half of the bookmobile before the school runs start in the fall.

APPENDIX II-E

JOB DESCRIPTION--CLEANING PERSONNEL

1. Weekly Duties
 - a. Thoroughly vacuum floor
 - b. Wipe all tables and front desk
 - c. Empty trash
 - d. Clean front-entry glass
 - e. Clean bathroom and office fixtures; and drinking fountain
 - f. Thoroughly scrub bathroom floor
 - g. Dust bookcases
 - h. Take trash to the courthouse dumpster.
2. Annual Duties (Personnel will be paid an hourly wage set by the board for these annual duties)
 - a. Thoroughly clean all of the glass
 - b. Sweep garage and dock
3. Cleaning personnel may clean on any set day/time that is convenient when the library is closed. If personnel is going to be gone once in awhile and can't schedule a time to clean the library in the usual seven day period, they must notify the director of such absence so someone else can be hired to do the weekly cleaning. Regular cleaning personnel may then do the yearly duties to make up the cleaning time which is included in monthly salary.

APPENDIX II-F

JOB DESCRIPTION--LAWN CARE PERSONNEL

1. Keep walks cleared of snow and ice – payable by the job.
2. Trim shrubs on west of building once every other year – payable by the job.
3. Keep weeds cleared from sidewalk cracks. Sweep sidewalks as necessary to keep sand and debris cleared off.
4. Remove litter as necessary before mowing.
5. Mow the lawn as necessary.
6. Try to discourage animals from digging up lawn and remove any mounds of dirt caused by animals.

APPENDIX II-H

PERSONNEL EVALUATION

This document has not been digitalized. Please contact the Rock County Public Library directly if you wish to see a copy.

APPENDIX III

DRUG FREE WORKPLACE

The Rock County Public Library believes strongly in making the work environment of all employees free of drugs and the accompanying abuses. Accordingly, all employees are informed as follows:

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace and employees found to have engaged in any of the above activities will be subject to disciplinary action, up to and including termination.

The Rock County Public Library will make available information on drug counseling and rehabilitation to employees who inform the President or Director of any drug related problem or disabilities prior to:

- a. notification of any investigation concerning their conduct;
- b. arrest; or
- c. discipline for engaging in the conduct above

As a condition of remaining an employee of the Rock County Public Library, all employees must:

1. Abide by the terms of the policy.
2. Notify the Board President and/or Director of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such a violation.
3. The Library is also required to notify any federal contractors the Library may have a contract with of such convictions.

I have read the Drug Free Workplace Policy and agree to abide by the terms of the policy.

Employee Signature

Date

Witness Signature

Date

APPENDIX IV-A

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and

librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to

be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

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APPENDIX IV-B

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

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APPENDIX IV-B

Amended by the Council of the American Library Association
Wednesday, July 2, 2008
Anaheim, California

Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation

An Interpretation of the Library Bill of Rights

American libraries exist and function within the context of a body of laws derived from the United States Constitution, including the First Amendment. The *Library Bill of Rights* embodies the basic policies that guide libraries in the provision of services, materials, and programs.

In the preamble to its *Library Bill of Rights*, the American Library Association affirms that *all* libraries are forums for information and ideas. This concept of *forum* and its accompanying principle of *inclusiveness* pervade all six Articles of the *Library Bill of Rights*.

The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, gender expression, or sexual orientation:

- Article I of the *Library Bill of Rights* states that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." The Association affirms that books and other materials coming from gay, lesbian, bisexual, and/or transgendered presses; gay, lesbian, bisexual and/or transgendered authors or other creators; and materials regardless of format or services dealing with gay, lesbian, bisexual and/or transgendered life are protected by the *Library Bill of Rights*. Librarians are obligated by the *Library Bill of Rights* to endeavor to select materials without regard to the sex, gender identity, gender expression, or sexual orientation of their creators by using the criteria identified in their written, approved selection policies ([ALA policy 53.1.5](#)).
- Article II maintains that "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Library services, materials, and programs representing diverse points of view on sex, gender identity, gender expression, or sexual orientation should be considered for purchase and inclusion in library collections and programs. (ALA policies [53.1.1](#), [53.1.9](#), and [53.1.11](#)). The Association affirms that attempts to proscribe or remove materials dealing with gay, lesbian, bisexual, and/or transgendered life without regard to the written, approved selection policy violate this tenet and constitute censorship.
- Articles III and IV mandate that libraries "challenge censorship" and cooperate with those "resisting abridgement of free expression and free access to ideas."
- Article V holds that "A person's right to use a library should not be denied or abridged because of origin, age, background or views." In the *Library Bill of Rights* and all its

Interpretations, it is intended that: "origin" encompasses all the characteristics of individuals that are inherent in the circumstances of their birth; "age" encompasses all the characteristics of individuals that are inherent in their levels of development and maturity; "background" encompasses all the characteristics of individuals that are a result of their life experiences; and "views" encompasses all the opinions and beliefs held and expressed by individuals. Therefore, Article V of the *Library Bill of Rights* mandates that library services, materials, and programs be available to all members of the community the library serves, without regard to sex, gender identity, gender expression, or sexual orientation. This includes providing youth with comprehensive sex education literature ([ALA Policy 52.5.2](#)).

- Article VI maintains that "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." This protection extends to all groups and members of the community the library serves, without regard to sex, gender identity, gender expression, or sexual orientation.

The American Library Association holds that any attempt, be it legal or extra-legal, to regulate or suppress library services, materials, or programs must be resisted in order that protected expression is not abridged. Librarians have a professional obligation to ensure that all library users have free and equal access to the entire range of library services, materials, and programs. Therefore, the Association strongly opposes any effort to limit access to information and ideas. The Association also encourages librarians to proactively support the First Amendment rights of all library users, regardless of sex, gender identity, gender expression, or sexual orientation.

Adopted June 30, 1993, by the ALA Council; amended July 12, 2000, June 30, 2004, July 2, 2009.

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APPENDIX IV-C

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the [First Amendment to the Constitution of the United States](#). In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

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APPENDIX IV-D

COPYRIGHT POLICY

It is the intent of the Rock County Public Library to adhere to the provisions of the current copyright laws and Congressional guidelines.

The Board recognizes that unlawful copying and use of copyrighted materials contribute to higher costs for materials, lessens the incentives for development of quality educational materials, and fosters an attitude of disrespect for law which is in conflict with the goals of this public service institution.

The Board directs that library employees adhere to all provisions of Title 17 of the United States Code, entitled "Copyrights", and other relative federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

The Board further directs that:

1. Unlawful copies of copyrighted materials may not be produced on library-owned equipment.
2. Unlawful copies of copyrighted material may not be used with library-owned equipment, within library-owned facilities, or at sponsored functions.
3. The legal and/or insurance protection of the library will not be extended to employees who unlawfully copy and use copyrighted materials.
4. Staff may assist patrons on use of copy machine but must not print copies for patrons.
5. The Standard Copyright Notice must be posted at each copy machine and public access printer.

Employees who make and/or use copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display, and are further expected to be able to provide their supervisor, upon request, the justification under Sections 107 or 110 of USC 17 for copies that have been made or used.

Employees who use copyrighted materials which do not fall within fair use or public display guidelines will be able to substantiate that the materials meet one of the following tests:

1. The materials have been purchased from an authorized vendor by the individual employee or the library and a record of the purchase exists.
2. The materials are copies covered by a licensing agreement between the copyright owner and the library or the individual employee.
3. The materials are being reviewed or demonstrated by the user to reach a decision about possible future purchase or licensing and a valid agreement exists which allows for such use.

Though there continues to be controversy regarding interpretation of the copyright laws, this policy represents a sincere effort to operate legally. Employees seeking information concerning copyright laws and regulations should contact the Nebraska Library Commission in Lincoln.

APPENDIX V

Request for Reconsideration of Library Resources

The Rock County Library Board of Trustees has delegated the responsibility for selection and evaluation of library/educational resources to the Director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration library resources, please return the completed form to the Director of the Rock County Public Library.

Name _____

Date _____

Address _____

City _____

State _____

Zip _____

Phone _____

Do you represent self? ____ Organization? ____

1. Resource on which you are commenting:

____ Book ____ Textbook ____ Video ____ Display ____ Magazine ____ Library
Program

____ Audio Recording ____ Newspaper ____ Electronic information/network (please
specify)

____ Other _____

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (use other side or additional pages if necessary)

5. Are there resource(s) you suggest to provide additional information and/or other
viewpoints on this topic?

Revised by the American Library Association [Intellectual Freedom Committee](#) June 27, 1995

APPENDIX VI

ROCK COUNTY PUBLIC LIBRARY INCIDENT REPORTS

Date of incident: _____

Report Filed by: _____

Name of person committing infraction: _____

Describe infraction committed:

Please check one:

_____ First infraction (Warning given)

_____ Second infraction (Removal from Library premises for one day)

_____ Third infraction within 60 days or continuous repeat infractions may result in banning from the Library premises for not less than 2 weeks or more than 6 months. Parents of children under 18 will be notified in writing when their child commits a third infraction and has been removed from the Library.

APPENDIX VII

ROCK COUNTY PUBLIC LIBRARY BASSETT, NEBRASKA

INTERNET AND COMPUTER ACCEPTABLE USE POLICY

The Rock County Public Library provides access to the Internet as one means of fulfilling its mission to develop collections, resources, and services that meet the personal, educational, recreational and professional needs of Rock County's population. All Internet resources accessible through the library are provided equally to all users, with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using public library resources and facilities. To maximize availability to this resource, and to insure fair accessibility for all, please follow these Internet Access Guidelines, which include library Internet policies, rules, and procedures. The term "minors" used in this policy shall refer to anyone under the age of 19.

Internet Access Policy

Internet computers will not be used by anyone, including minors and adults, for illegal activity, to access illegal materials, or to access materials that by local community standards would be obscene. Library employees are authorized to take prompt and appropriate actions to enforce the Rules of Conduct, and/or to prohibit use by persons who fail to comply with the Internet Acceptable Use Policy as stated or implied herein. Parents/guardians are responsible for their children's use of the library's resources and facilities. Parents who believe that their children cannot responsibly use the library's Internet access are requested to monitor their children's Internet use. Not all sources on the Internet provide accurate, complete, appropriate or current information. The Rock County Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its electronic services or connections to the Internet.

The Internet computers will normally be available for use during regular library hours unless there are scheduled classes in session or staff needs public access computers for library business.

Staff Assistance

Library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use. However, staff will try to offer searching suggestions and answer questions if possible. Because of library scheduling and other duties, Internet-trained staff may not always be available.

Rules of Conduct

1. Internet computers will not be used for illegal activity, to access illegal materials, or to access materials that by local community standards would be obscene.
2. Installation, downloading, or modification of software is prohibited.

3. Users will respect copyright laws and licensing agreements.
4. Users will not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
5. Use of the Internet access computers are on a first-come by request basis. We encourage users to schedule appointments if needed to insure usage time. Those using the Internet access computer will not have a time limit assigned but agree, as a condition of use, that if anyone else requests usage they will make the computer available after they have a one-hour usage time.
6. Users must end their session and leave the terminal when asked to do so by authorized library staff, even if they have not completed their access session.
7. Patrons must inform librarian when they wish to print. The library provides scratch paper for printing free of charge from the Internet access computers for up to ten pages. Pages above the ten limit will be charged the regular .15/page charge. If patrons wish to print on unused copy paper they need to inform the librarian and the charge is .15/page. School projects are free up to a maximum of ten pages.
8. Prompt payment is required by users who incur charges for printing or other authorized fees.
9. Users will need to ask the librarian if they wish to save files. CD-Rom Discs are available from the library for a minimal charge. If you wish to save on one of your discs or flash drive, you must ask the librarian before inserting disk or flash drive in the computer so a scan for viruses can be made. Patron will be responsible for monetary damages to a computer or the library network for failure to follow this procedure. All files saved on the computer hard drive will be deleted when the computers are shut down at the end of the day.

Warning: Although the library uses a virus-checker on the Internet access computers, this will not completely protect you from the chance of getting a virus. Software downloaded from the Internet may contain a virus and you need to have virus-checking software on your computer. The Rock County Public Library is not responsible for damage to a patron's disc, flash drive or computer, or for any loss of data, damage, or liability that may occur from patron use of the library's computers.,

10. It is assumed that information and resources accessible through the Rock County Public Library Internet connection are private to the individuals and organizations which own or hold rights to such resources and information, unless it is specifically stated otherwise by these owners or holders of rights. Patrons must abide by copyright laws and respect the legal protection provided by copyright and licenses to programs and data.

11. The librarian in charge may establish the number of access sessions available per day, per user; such limitations will be dependent on facility-specific demand in order to provide access for a variety of users.

12. Users will respect the privacy of others, and will refrain from attempting to view or read material being used by others. The Rock County Public Library prohibits unauthorized

disclosure, use, or dissemination of personal information regarding library users, including minors.

13. By mutual agreement, two persons may share one access session as long as their behavior or conversation does not disturb other users or library staff.

14. Misuse of the computer or Internet access will result in loss of computer privileges.

Optional Use of Filtered Search Engines

The Rock County Public Library supports the right and responsibility of parents to direct the use of the Internet by their own children, and provides access to filtered search engines on Internet terminals.

Filtered search engines (which are not under the control of the library) may restrict access to sites that could be deemed objectionable, but may also limit access to sites that have legitimate research value. No filtering system is completely effective or efficient. Access to filtered search engines have been installed on all library computers with Internet access and will be enabled when minors are using the public access computers. Patrons 17 and over may request the librarian to disable the filtering software and request will be granted.

Termination or Prohibition of User Access

When Library employees believe that the user has failed to comply with the Internet Acceptable Use Policy and/or the Rules of Conduct, they are authorized to terminate any user's access session or to prohibit a user from subsequent access sessions for up to two weeks from the date of informing the user of that action. After a hearing before the Library Board of Trustees, a library patron may be permanently barred from Internet access at the library.

Internet users whose access session has been terminated or prohibited may protest the action and/or request that Internet access privileges be reinstated. This request for reinstatement must be in writing and will be presented at the next Board of Trustees regular monthly meeting for action.

This Internet Access Policy was approved by the Rock County Public Library on May 26, 2004. These policies may be changed or revoked by the Rock County Public Library Board at any legal meeting when there has been a public hearing notice advertised.